

PROCEDURES FOR INSTALLATION CLEARANCE (ETS OR SEP)

1. Upon receipt of ETS orders the DA Form 31 (Leave Form) must be completed. The leave form will end on the service member's ETS date. **The AGENCY POC** or the service member (**SM**) must contact the Transition Point the Soldier selected to separate from to schedule an out-processing appointment. This can be done up to 45 days prior to your last duty day and no less than 14 days from your last duty day. **The AGENCY POC can call (703) 696-3332, Ft. Belvoir) (703) 805-3682 for Officers, (703) 805-4438 for Enlisted, Ft. Myer (703) 696-3332, Ft. Meade (301) 677-9600/9602.** Please be reminded that a completed separation physical is required prior to your appointment with transition or a memorandum from the Medical Facility stating that an appointment was not available prior to their transition appointment. Please make arrangements with your Transition Point for preparation of your DD 214 Worksheet prior to attempting to clear the Army Education
2. The MPSC Records Section will deliver the service member's 201 file to the Soldier's selected Transition Point and the records will remain with the Transition Point until the soldier's final out-processing appointment.
3. The Military Personnel Service Center will issue clearance papers no earlier than (NET) ten duty days prior to schedule departure for transition or your leave. You will be given a final out appointment with the Military Personnel Center (8th floor) with issuance of clearance papers. **Service member will need PCS orders, Agency clearance papers, and their PCS leave form (DA31) to pick up clearing papers.**
4. **"SEE AGENCY POC FOR ON-LINE OUT-PROCESSING PROCEDURES"**
5. If you are separating from active duty for any reason, you must clear the highlighted areas. If you fail to do this, finance may withhold up to 45% of your final pay until they can verify that you have no outstanding debts.
6. You must have the following documents when you come back to the Military Personnel Service Center for your final out appointment:

FINAL OUT APPT: DATE _____ TIME 0800-1600

- a. Completed clearance papers including agency (if your agency does not have unit clearance papers, a memo stating that you have cleared your agency must be provided)
- b. A copy of your last OER/NCOER or memorandum stating why you have not received one
- c. **DA Form 2962- Security Termination Statement – or Standard Form 312 - Must have to clear.**
- d. **ACAP (DD 2648)**

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WHERE EVERYTHING IS LOCATED

<u>ACTIVITY</u>	<u>LOCATION</u>	<u>PHONE</u>	<u>CLEAR</u>
CIF	Ft Myer, Bldg 313	(703) 696-3472	ETS/SEP
*Provost Marshall	Where Applicable		ETS/SEP
Education Office	Pentagon, 3C147	(703) 614-4514	ETS/SEP
*Housing	See information below		ETS/SEP
Dental	Primary Care Facility		ETS/SEP
Medical	Primary Care Facility		ETS/SEP
Transportation	8 th Floor, Taylor Bldg	(703) 602-1906	ETS/SEP
*Security	Your Agency		ETS/SEP
ACAP (DD 2648)	Ft Myer, Bldg 230	(703) 696-2635	ETS/SEP
	Ft. Belvoir, Bldg 1017	(703) 805-9247	
Reserve Component	Ft Myer, Bldg 230	(703) 696-3001	WO REFRADS, CPT and Below

* Housing -Ft Belvoir 703-805-3019, Andrews AFB- 301-981-5165, Ft Myer 703-696-3557, FT Meade 410-672-4570, Bethesda-301-295-0798, Quantico-703-784-2711, Walter Reed-202-782-3117

*Security - If your agency doesn't have a Security office, go to Crystal City at 2530 Crystal City Drive, the Taylor Building/NC#3, 8th floor, Phone: 602-5428/2382/2791

* Provost Marshall – Ft Belvoir 703-806-4024, Ft Myer 703-696-3525

Questions referencing to out-processing may be addressed by calling CUSTOMER SERVICE at the following numbers: 602-1253, 602-1255, 602-0446.

I have been informed that I must clear all the above locations prior to my final appointment at the MPSC

Signature_____ Date_____